

Specialized Education Personnel

K-12

Endorsement as an Administrator of a School

To receive an endorsement as an administrator of a school a person has two options:

Option One:

1. Hold a valid elementary, middle school/ junior high, secondary or special teaching license; **and**
2. Have completed three (3) years of teaching experience in accredited K-12 schools; **and**
3. Hold a master's degree or higher in educational administration from a regionally accredited college or university with course work in each of the following areas:
 - A. Administration and organization of a school
 - B. Supervision of instruction
 - C. Development of personnel
 - D. Finances of a school
 - E. The laws that apply to schools
 - F. Curriculum
 - G. Educational research
 - H. Internship or field experience in school administration, **or**

Option Two:

1. Hold a valid elementary, middle school/ junior high, secondary or special teaching license; **and**
2. Have completed three (3) years of teaching experience in accredited K-12 schools; **and**
3. Hold a master's degree or higher and have completed 36 semester credits of graduate course work to include each of the following areas:
 - A. Administration and organization of a school
 - B. Supervision of instruction
 - C. Development of personnel
 - D. Finances of a school
 - E. The laws that apply to schools
 - F. Curriculum
 - G. Educational research
 - H. Internship or field experience in school administration

Any remaining semester credits used to complete the 36 credits can be in any of the areas above or coursework considered to be part of an administrative program.